

Quick Reference Guide

CGHRMS CUSTOMER SUPPORT

Help Desk: (785) 339-3540 Ext. 1 Email: hrsic-cqhrms@hrsic.usca.mil

On-line Help: http://cghrms.osc.uscg.mil/

Self Service Tutorials: http://www.uscg.mil/hg/hrsic/training/

ANNUAL SCREENING QUESTIONNAIRE

Federal law requires that all Ready Reservists (Selected Reservists (SELRES) and Individual Ready Reservists (IRR)) be regularly screened to ensure their availability and fitness for duty if mobilized. Questionnaires must be completed and submitted annually during the month of October.

Note: Members who have completed a Questionnaire within the four months preceding 01 October are not required to submit a new Questionnaire for the current year.

- Drilling Selected Reservists with access to the Coast Guard Intranet:
 - Will receive a reminder annually, via email, providing you have entered your email address in CGHRMS.
 - Should complete and submit the Questionnaire through **CGHRMS Self Service** application.

Note: Submitting the Questionnaire via CGHRMS Self Service is the preferred and most efficient method. Be sure to verify your email address has been entered and is correct in CGHRMS.

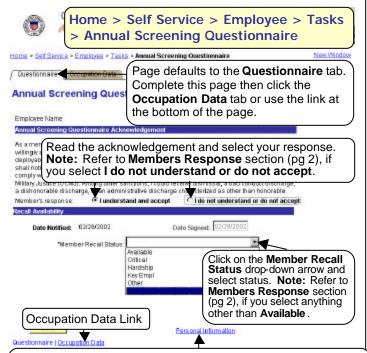
- Reservists who do not have access to CGHRMS or have not entered an email address in CGHRMS:
 - Will receive, via mail, a Questionnaire and a selfaddressed envelope for returning the completed Questionnaire to HRSIC. HRSIC will forward the Questionnaire to the reservists' PERSRU.
 - May download the Questionnaire (Microsoft Word format) from the CG intranet: http://www.uscg.mil/hq/hrsic/MSWordForms.htm
 Form Number: CG HRSIC-3799R
 Complete and forward the Questionnaire to your PERSRU.

Note: PERSRUs will enter completed Questionnaires on behalf of reservists.

Annual Screening Questionnaire



ANNUAL SCREENING QUESTIONNAIRE



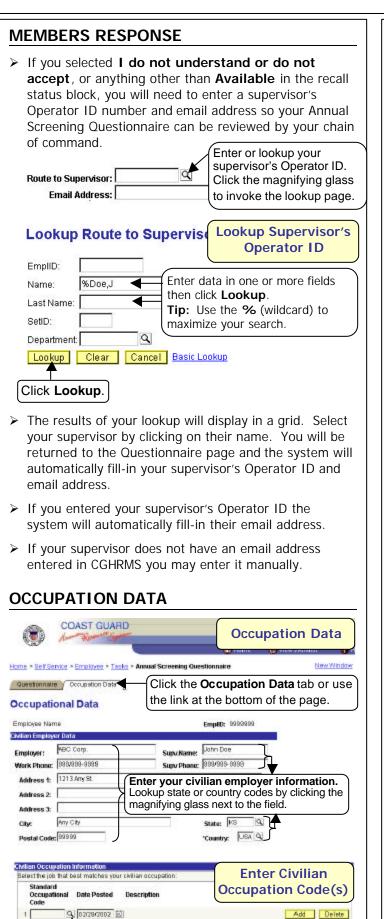
Click this link to review your **personal information**. If changes need to be made, you may update some of the information through CGHRMS Self Service. If you are not able to update your information via Self Service, contact your PERSRU.

Member Recall Status	
Status	Use When
Available	Available for recall.
Critical	Not available for recall due to employment in a critical civilian industry or profession. This is an occupation that could be critical to your community at the same time that a mobilization is necessary (police, fire, EMA, local government official). Document the extenuating circumstances that prevent mobilizing.
Hardship	Not available for recall due to financial or family hardship. Document the extenuating circumstances that prevent mobilizing.
Key Empl	Not available for recall due to employment in key federal position. See appropriate agency (full-time employer of USCGR member) instruction for written designation. USCG's policy to identify its civilian positions is described in COMDTINST 12910.1, dtd 10 SEP 1990, Screening of Civilian Employees in the Reserve Components.
Other	Not available for recall for a reason not listed. Document the extenuating circumstances that prevent mobilizing.

 Once data is saved and member exits the ASQ, upon re-entry the Questionnaire tab is blank; however, the previously saved data is stored in CGHRMS.

If you selected **I do not understand or do not accept**, or anything other than **Available** in the recall status block, refer to Members Response (page 2).

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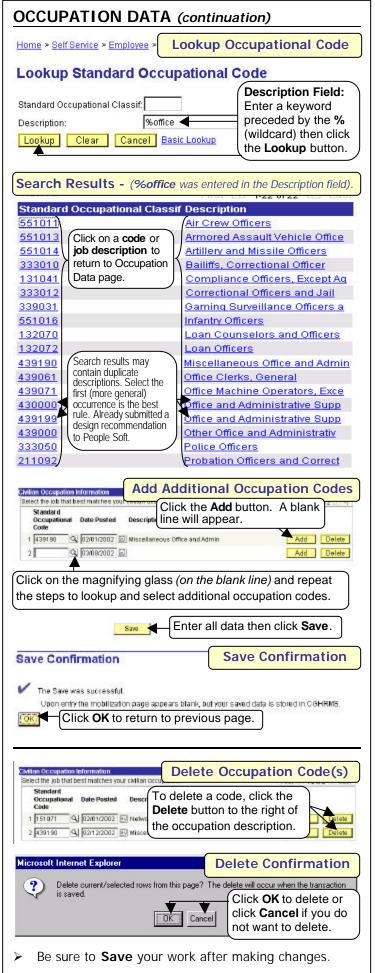


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Click on the magnifying

Questionnaire | Occupation Data

glass to search for a code.



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